

## **PLANNING BOARD SECRETARY**

PLANNING BOARD SECRETARY - BOROUGH OF HOPEWELL, Mercer County is seeking a part-time Planning Board Secretary, approx. 15-20 hrs per month, including one monthly regular evening meeting. Combined PB/ZBA. Add'l meetings may be required from time to time if needed. Individual shall be responsible to prepare and distribute agendas, minutes, and correspondence to members; prepare legal notices for publication in accordance with Open Public Meetings Act and Municipal Land Use Law; receive, process, and distribute all applications for development in accordance with provisions of the Municipal Land Use Law and local ordinance regulations; other duties include records and escrow account management, process certificates of appropriateness plus general departmental office duties. Prior Board Sec experience strongly preferred. Salary DOE. Submit resume with cover letter to Michele Hovan, Administrator, Borough of Hopewell, 88 East Broad Street, Hopewell, NJ, 08525 or email to: [michele.hovan@hopewellboro-nj.us](mailto:michele.hovan@hopewellboro-nj.us) by 1/15/18.